**THE JOB BOARD:**

1. When posting an order to the job board, what fields from the order are included in the posting?

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1. How would a user prevent an order from posting to the job board?

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1. What options are available to a user within the *web options* tab of the order details?

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1. How would a user apply to *multiple* jobs at once?

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**HRCENTER PART 1: THE APPLICANT PROCESS:**

1. What is a *workflow*?

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1. What is a *step*?

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1. How does Enterprise check for duplicates when an applicant registers through HRCenter?

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1. When an employee applies to a job, what candidate status are they given on the related order?

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1. What happens when an applicant *submits* a step?

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**HRCENTER PART 2: THE SERVICE REP PROCESS:**

1. How are users notified that a new applicant has applied online?

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1. If an employee enters information *in*correctly when filling out their I-9, what steps should be taken to correct the bad information?

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1. Where can service reps *review and sign* documents in Enterprise?

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1. What automatically happens when a service rep reviews and signs the I-9 from Enterprise?

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1. What should be done when an employee needs to complete new hire paperwork a second or third time?

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1. How do employees that were manually added into Enterprise receive access to HRCenter?

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**HRCENTER ADMIN: FORM BUILDER:**

1. To create a successful workflow, users first need to design what?

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1. What type of file should be uploaded into the form builder?

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1. Unless specifically listed as pre-fill only, all mapped fields that are added to an HRCenter form (via the toolbox) are pre and post filled fields. What does this mean?

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1. If an applicant needs to select the *best option that applies to them,* what tool should be used within the form builder to achieve this?

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1. What needs to be setup if *service rep review* is required for a form?

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**HRCENTER ADMIN: SURVEYS:**

1. What is an example of a survey that your company could utilize?

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1. When it comes to surveys, what is a *group*?

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1. Where can survey results be reviewed in Enterprise?

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1. Step one to creating a survey is to build it within the survey builder. What is step two?

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**HRCENTER ADMIN: INFO PAGES & WORKFLOWS**

1. What is an info page?

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1. When designing info pages, there are two columns that defined per field, what are they?

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1. Welcome text can be customized when designing workflows. What other text can be customized in workflows and pages?

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